CITY OF KENT POSITION DESCRIPTION

| Position Inventory Number: PD0238 | | | | | |
|---|--|--|--|--|--|
| Classification Specification: PARKING ENFORCEMENT ASSISTANT | | | | | |
| Salary Range: AF 17 | | | | | |
| Position Description (Working Title): Parking Enforcement Assistant | | | | | |
| Incumbent: | | | | | |
| Location: Police Department – Traffic Division | | | | | |
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GENERAL PURPOSE:

Under the direction of the Police Traffic Sergeant, perform a variety of duties related to enforcement of parking regulations in the City of Kent; patrolling designated areas on foot or driving a City vehicle to enforce the City's parking regulations; and issue parking infractions, warning notices, contact vehicle owners or impound vehicles as appropriate.

Work is characterized by frequent contacts with citizens, business owners, other City employees, police dispatchers and other law enforcement agencies. Provide information, assistance and directions to motorists and citizens; explain regulations and procedures as needed. Because of the nature of work, the incumbent may be required to deal with difficult and/or irate individuals requiring the use of conflict management skills. The incumbent must maintain professional composure and demonstrate tact, patience and courtesy at all times.

Work is performed independently in accordance with state and city codes, statutes and ordinances relating to parking, vehicle licensing and registration. Work is evaluated based on productivity, technical soundness and conformity to practice and policy, and professionalism.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Monitor overtime parking violators and issue infractions when appropriate.

Issue parking infractions for areas posted by designated parking signs, where vehicles are parked in the wrong direction, blocking sidewalks, within fire lanes, and in close proximity to fire hydrant, crosswalk and stop signs.

Respond to citizen complaints of illegally parked and abandoned vehicles.

Identify and report abandoned vehicles and traffic hazards caused by illegally parked vehicles.

Issue parking infractions, warning notices, contact vehicle owners or impound vehicles as appropriate for each specific circumstance.

Testify in court regarding infractions issued and abandoned vehicles impounded.

Act as liaison between City merchants and City department regarding enforcement actions and parking related complaints affecting their businesses.

Provide information, assistance and directions to motorists and citizens; explain regulations and procedures as needed.

Communicate with other City departments and law enforcement agencies concerning lost and stolen vehicles, registration and licensing, street signs and citations issued.

Maintain daily enforcement report and records related to infractions issued.

Maintain current knowledge of parking regulations and restrictions within the City limits.

Transport court documents and other materials as requested.

Assist patrol and traffic division officers as requested with traffic control during special events and in emergency situations; utilize flares, cones, barricades and signs as appropriate.

Provide and assist in first aid and CPR procedures in emergency situations.

Become familiar with, follow, and actively support the vision, mission, values and behavior statements of the department and the City.

PERIPHERAL DUTIES:

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Parking regulations and restrictions in the City of Kent
- Basic principles and practices of traffic control

- State and city codes, statutes and ordinances relating to parking, vehicle licensing and registration
- Interpersonal skills using tact, patience and courtesy
- Oral and written communication skills
- Basic first aid procedures
- Legal and defensive driving techniques
- General law enforcement practices and procedures

SKILLED IN:

- Effective use of interpersonal skills in a tactful, patient and courteous manner
- Interacting and communicating positively and effectively with groups and individuals of diverse occupational and social-economic backgrounds
- Basic first aid procedures

ABILITY TO:

- Work independently with minimal directions and make decisions within established codes, statues and ordinances
- Enforce the city's parking regulations and issue infractions as appropriate
- Establish and maintain trust, confidence and effective working relationships with citizens, business owners, other City employees, police dispatchers and other law enforcement agencies
- Demonstrate positive and effective interaction and communication with individuals of diverse occupational and social-economic backgrounds
- Maintain confidentiality
- Learn, interpret, apply and explain codes, statutes, ordinances, rules and regulations, policies and procedures
- Assist patrol officers with traffic control for special events
- Assist in providing first aid and CPR in emergency situations
- Testify in court regarding infractions issued
- Operate a City vehicle and traffic control equipment
- Prepare clear and comprehensive infractions, records and reports
- Communicate effectively both orally and in writing
- Operate a police radio
- Operate a mobile computer

EDUCATION AND EXPERIENCE REQUIRED:

Education: Graduation from high school

Or: In place of the above requirements, the incumbent may possess any

combination of relevant education and experience which would

demonstrate the individual's knowledge, skill and ability to perform the essential duties and responsibilities listed above.

LICENSES AND OTHER REQUIREMENTS:

- Valid Washington State driver's license
- Must be able to successfully pass the city's pre-employment driver's records check; successfully complete the City's Defensive Driving Course; and maintain an excellent driving record
- No felony convictions
- No criminal convictions in the past three (3) years
- Valid first aid/CPR card

MACHINES, TOOLS AND EQUIPMENT USED:

Typical business office machinery and equipment used include, but are not limited to, personal computer, photocopier, facsimile, and shredder.

Motorized vehicles used include, but are not limited to City car, truck or van.

Standard and specialized hand and power machines, tools and equipment used in the Police Department while performing parking enforcement including, but not limited to, portable radio, portable data terminal, cones, barricades and signs.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, stand and kneel in inclement weather; use hands to finger, handle, or feel; reach with hands and arms; talk and hear with or without mechanical assistance. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Work is performed primarily in an outdoor environment subject to varying work schedules, which may require employee to work evenings, weekends, and/or holidays.

Working hours may vary from early morning to late evening. Employee may be exposed to individuals who are irate or hostile.

While performing the duties of this job, the employee is regularly exposed to adverse weather conditions, and road and traffic hazards. The noise level in the work environment is usually moderate to loud.

| SIGNATUR | RES: | | | |
|-----------------------|---|------|----------------------------|------|
| Incumbent's Signature | | Date | Supervisor's Signature | Date |
| Approval: | | | | |
| Departmen | t Director/Designee | Date | Employee Services Director | Date |
| **Note: | This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly. | | | |

Revised 9/11/00